



Project Worksheet

1. Project Area & Site Dimensions – Items to Consider:

- What is the total available space for the project?

- What are the approximate dimensions (e.g., open field vs. confined courtyard such as 20' x 30')?

- Are there any physical constraints (buildings, fencing, slopes, utilities, easements)?

- Is the area currently in use, and will access be restricted during installation?

2. Budget Parameters & Project Timeline

- What is the anticipated project budget? _____

- What is the desired project completion date? _____

3. Existing Equipment Removal (Demolition Scope)

- Is there an existing playground or equipment that requires removal? Y/N _____

- What type of materials are currently installed (metal, plastic, wood)?

- Will demolition and haul-off be included in the project scope?

4. Site Preparation & Grading Requirements

- Does the site require grading to meet safety and accessibility standards (typically <2% slope)? Y/N _____

- Will you need help with retaining walls or other structural support?

- Has a recent site survey or grading plan been completed? Y/N _____





5. Existing Surfacing & Containment Systems*

- Is there existing surfacing (mulch, rubber, turf) that must be removed or replaced?

- Are there existing borders or containment systems (timber, curbing, edging)?

**Please Note: Older materials—especially wood borders and loose-fill mulch—typically require full replacement to meet current safety standards. Important to consider this piece in the overall project budget.)*

6. New Surfacing Selection

- What type of surfacing is preferred or required?

- Engineered Wood Fiber (EWF)
- Rubber Mulch
- Poured-in-Place (PIP) Rubber
- Bonded Rubber Mulch
- Synthetic Turf
- Sand or Pea Gravel
- Other _____

- Are there accessibility requirements (e.g., ADA compliance)?

7. Drainage & Water Management**

- Does the site experience standing water or poor drainage?

- Is there an existing drainage system in place? Y/N _____

- Will additional drainage solutions (French drains, grading adjustments, subsurface systems) be required?

***Note: Drainage issues should be addressed during site prep to avoid future failures.*



8. Additional Site Work Beyond Playground Footprint***

- Are there additional improvements to include in the project scope?

- Landscaping (trees, shrubs, berms)
- Pathways, sidewalks, or accessible routes
- Irrigation adjustments

***These elements be included in the same contract for efficiency and cost control

9. Site Amenities & Enhancements

- Are you considering other features?

- Benches or seating areas
- Trash receptacles
- Shade structures or shelters
- Bike racks or signage

10. Trade Coordination & Project Sequencing

- Will other contractors or trades be involved in the project? Y/N _____
 - o For example: Fencing, Concrete, Landscaping, Utilities – etc.
- Discuss preferred sequencing of work with potential client
 - o (Example: playground installation should typically occur prior to fence installation)

- Who will serve as the primary project coordinator? _____

11. Accessibility & Compliance Considerations

- Does the project need to meet Americans with Disabilities Act requirements? Y/N _____
- Are there local, state, or school district regulations to follow?

- Will inspections or certifications be required upon completion? Y/N _____

12. Permitting & Approvals

- Discuss if permits required for installation, and if so, who is responsible?



- Are there HOA, municipal, or school board approvals needed?

13. Logistics & Site Access

- Is there adequate access for equipment and delivery trucks?

- Are there restrictions on work hours or noise? _____

- Is staging space available for materials and equipment? Y/N _____

14. Warranty, Maintenance & Lifecycle Planning

- What are the client's expectations for maintenance?

- Is there interest in ongoing service or inspection programs?

- What warranty coverage is required for equipment and surfacing?

15. Key Decision Makers & Communication – Discuss approvals needed

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